

Westland Public Library  
Board of Trustee Minutes  
Wednesday, December 11, 2013  
Library Board Room

A regular meeting of the Board of Trustees of the William P. Faust Public Library of Westland, Michigan was held on Wednesday, December 11, 2013 at 6123 Central City Parkway, Westland, Michigan 48185

1. Call to Order and Attendance

Meeting called to order at 7:00 P.M. by Mark Neal

Roll Call

MEMBERS PRESENT:

Mark Neal- Board President-Present

Antoinette Martin-Vice President- Present

Sheri Robinson-Treasurer- Letter of Excuse attached

Tim Jackson- Present

Mark Welch- Absent

STAFF PRESENT:

Dr. Sheila Collins

Sherri West-Staff (recording minutes)

Clayton Heselschwerdt

ALSO PRESENT:

Michael McNamara-Library Attorney

2. Action on Agenda

None

3. Citizens Comments

None

4. Business

a. Approval of Meeting Minutes November 6, 2013

RESOLVED, to approve the minutes of the November 6, 2013 regular board meeting

As submitted.

Motion by: Antoinette Martin

Supported by: Tim Jackson

Mark Neal- Board President-yes

Antoinette Martin-Vice President-yes

Tim Jackson-yes

Motion - Passed

b. Approval of special meeting minutes from November 18, 2013

RESOLVED, to approve the minutes of the special meeting on November 18, 2013 as submitted.

Motion by: Tim Jackson

Supported by: Mark Neal

Mark Neal- Board President-yes

Antoinette Martin-Vice President-abstained

Tim Jackson- yes

Motion - Carried

c. Approval of Bills from November 2013

Motion to approve bills as submitted.

Motion by: Antoinette Martin

Supported by: Tim Jackson

Mark Neal- Board President- yes

Antoinette Martin-Vice President- yes

Tim Jackson- yes

Motion - Carried

d. Clayton update on Security Cameras.

Clayton stated that the security cameras were being installed at this time. The work is going pretty smooth. There are 2 cameras installed as of today and most of the cable has been run. Hopes to be fully installed and operating by December 23, 2013. Clay also said he was satisfied so far with the company at this stage. When asked he also said that the storage of space available was up to Clay's expectations.

e. HVAC System Update

Sheila passed out the Johnson Controls Invoice that is due for payment according to Johnson Controls. She told Johnson Controls that final payment was not released until a final walk through has been done. Ed Rybski the Library's Maintenance employee presented a list to Sheila today of items that need to be addressed or completed.

Johnson Controls keep calling for final payment. There is some conflict on who should install the cable for the operating system. The Library attorney is working on this. Clay the Library's IT employee feels this is above his expertise. Currently Ed is controlling the temperatures manually.

Library Board agreed with Sheila to hold final payment until these items are addressed. Mark Neal said he would also contact Johnson Controls on this.

f. Parking Lot Lighting Update

After advertising the bid as the policy states the city of Westland's Controller Devon Adams opened all bids and created a spread sheet of bid specs, pricing, and an evaluation of those chosen as the top 15 bids. Some do not meet the specs as advertised and other bids left out a great deal of information about their company.

A motion was suggested by Tim Jackson to table this decision until there was a full board in attendance.

No action on motion. Was postponed and to be placed back on the agenda for the January 2014 meeting.

g. Hiring Additional maintenance

Sheila presented the Library Board with multiple reasons why there needs to be a change in Maintenance structure here at the Library. Currently Master maintenance is filling in after hours and weekends. They are falling short of expectations. There is new management in place and the quality of work has diminished. Sheila presented a plan to cancel our contract with Master Maintenance by a 30 day notice. In the interim the Library would hire two 32 hour employees to fill the after-hours and weekend schedules. By doing this the library would have more on staff hours at a lower cost. Also this would give the Library full control of such employees. Currently Ed Rybski the Library Maintenance man is not getting important things taken care of. This is due to the current contract employees not fulfilling their duties. By employing these two for janitorial work would leave more time for Ed to accomplish actual Maintenance tasks.

A Motion was made to hire two 32 hour maintenance employees and close our contract with Master Maintenance.

Motion: Tim Jackson

Supported: Antoinette Martin

Mark Neal- Board President- yes

Antoinette Martin-Vice President- yes

Tim Jackson- yes

Motion- Carried

h. Discussion of Veterans Memorial

Mark Neal acknowledged there may be issues with the writings on the stones. However he will take these issues directly to Mayor Wild and let him direct these questions directly to the veterans.

No action required.

5. New Business

None

6. Director's Report

Library Board of Trustees

Approved Minutes January 8, 2014

Sheila shared highlights of her written report as submitted. She also gave updates on projects completed and those currently in process at this time.

7. Citizens Comments:

Mr. Frorich asked question about projects and library operations"

8. Board Member Comments

Antoinette Martin was surprised and yet concerned about the 108 Library programs last month. She feels this may be too many. And suggested that Sheila see that these numbers are reduced to relieve Library staff from overload. And wanted to wish all a "Merry Christmas!"

Tim Jackson- "Merry Christmas"

Mark Neal- "Happy Holidays"

9. Next meeting topics

HVAC-Update

Parking Lot Lighting

Security Camera-Update

Veterans Memorial -Update

10. Adjournment

RESOLVED, to adjourn meeting at 8:07 P.M.

Motion by: Tim Jackson

Supported by: Antoinette Martin

Mark Neal- Board President- yes

Antoinette Martin-Vice President- yes

Tim Jackson- yes

Motion - Carried